

**City of Auburn
Technology Commission
Auburn City Hall
1225 Lincoln Way, Auburn, CA 95603
Phone (530) 823-4211**

MINUTES OF OCTOBER 27, 2011

Commissioners Present

Richard Owens, Chair
Paul Mercurio, Vice Chair
George Preston, Member
Teresa Schredl, Member

Absent

Glenn Tonkin, Member

Auburn City Staff Present

None

Guests

None

Call to Order

Chairman Owens called the meeting to order at 5:03 pm. It was noted that a quorum of members was present for the meeting.

Approval of Agenda

Schredl moved, Preston seconded, agenda approved as presented.

Public Comment

None

Old Business

Technology Commission Work Plan – Telephone System Upgrade

Chairman Owens started the meeting with an overview of the City's current PBX configuration and posed several alternatives for going forward, including: upgrade existing hardware, replace current box, switch to IP, hosted PBX, and Centrex through the local CO. He then presented a summary of his meeting with the City staff. City Manager Richardson assigned Andy Heath as the lead for the City staff in conducting interviews of department heads. He prepared a staff contact list showing each department director/chief.

Pending work items for the telephone system upgrade include: conducting interviews with department representatives, research other cities' systems, and vendor identification. Owens provided templates for conducting staff interviews and other City contacts to ensure consistency between information gathered by different commissioners.

Owens began work on an initial RFP and sent it out to all commissioners. An RFP may be better than an RFQ, because it can be worded in plain English – no detailed system specifications need be formulated.

The frequency of commission meetings will be increased to move this project forward. Minutes for the interim meetings (those not regularly scheduled), but will be due and approved only during the regularly scheduled (second Thursday of the month) meetings.

Action – Owens and Schredl will schedule interviews with City staff.

Action – Preston will contact other cities to discuss their current phone systems and experiences.

Action – Mercurio will construct a list of possible vendors.

New Business

None

Other Business

None

Information and Announcements

Schredl will be available Monday, November 7th for staff interviews.

Date and Time of Next Meeting

Thursday, November 3, 2011, 4:30 pm. Room 10, City Hall.

Adjournment

Chair adjourned the meeting without objection at 6:20 pm.

APPROVAL ATTESTED TO:
Richard Owens, Chair, Technology Commission